

## **DEPARTMENTAL RECORDS CLERK**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible clerical positions, the primary duties of which are the filing of departmental documents and the maintenance of the departmental filing system. Departmental Records Clerks complete assigned records and enter such information into the department computer, perform typing and filing duties, and act as receptionists for the department. Employees of this class perform routine duties independently, reporting to and receiving instruction from the Secretary to the Police Chief who is the immediate supervisor of this class.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Sets up a filing system and files correspondence, forms, records, or reports in hard copy files or computer database alphabetically, numerically, chronologically, geographically, by code, by the Henry System, or by subject matter. Maintains a library or archives of materials for future use or reference by department personnel. Maintains roster of department personnel and enters routine information in department records. Assigns cross-indexing numbers to files if subject matter should be classified and filed under more than one heading. Keeps records on the location of materials removed from files, and to whom materials were released. Traces missing files.

Receives and processes incoming mail, and distributes mail to proper person, section or office. Processes outgoing mail and interdepartmental correspondence. Stamps material to record date and/or time that the material was received. Types letters, forms, memos, statements, formal reports, or any other assigned documents. Replies to any routine correspondence or requests following departmental procedures. Composes business letters using correct grammar and punctuation. Proofreads typed material and corrects errors. Fills out all forms or records required or assigned to this position.

Operates a computer terminal in order to enter or remove information from files. Locates and retrieves information or documents from the computer files. Operates a facsimile machine, copying machine, calculator, and word processor. Takes dictation and transcribes from notes, a voice machine, dictaphone, or transcriber.

Acts as receptionist to department visitors, screens visitors to determine their business, and directs them to appropriate individuals or offices. Answers questions and handles any routine requests by visitors to the office. Places telephone calls for Police Chief. Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Maintains the inventory of supplies and equipment for an assigned division. Prepares purchase requisitions according to department procedures. Orders and distributes supplies and equipment as required.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must not be less than eighteen (18) years of age.